

**Association of Fundraising Professionals
Greater Cleveland Chapter**

POLICY TITLE:	Scholarship Procedures and Criteria
CLASSIFICATION:	Board/Executive
POLICY NUMBER:	2010-0608
MOTION:	Tim McCormick
SECONDED:	Bernadette Boguski
DATE SUBMITTED (INITIAL):	June 10, 2010
DATE APPROVED	June 10, 2010
APPROVED BY:	Board
SUNSET DATE:	June 2012
SEND TO COMMITTEE FOR REVIEW:	May 2012

Procedures:

The procedures for requesting scholarship funds are as follows:

1. The individual requesting funds must write a formal request, based on criteria below and send to the scholarship chairperson.
2. Once received, the scholarship chairperson confirms receipt and notifies the applicant of any deficiencies, if any.
3. The scholarship committee, consisting of the scholarship chair, membership chair, the AFP President and one other AFP board member or committee chair, convenes to review applicant information compiled by the scholarship chair, and makes a decision as quickly after the scholarship deadline, as possible.
4. Once scholarship decisions have been made, the scholarship chairperson confirms with all applicants their award or declination, copying the AFP administrator, the membership chair and AFP president.
5. The scholarship chair will report to the membership chair and report to the board quarterly.
6. Deadlines for scholarships are approved at the beginning of the year, along with the scholarship budget, based on financial availability of funds.

Current deadlines are:

Membership Scholarship twice annually, July 1 and November 1
Chamberlain Scholarship: September 1 (due to AFP National's requirements)
AFP International Conference Scholarships: November 1

7. Scholarship requests and inquiries can be sent to AFP Scholarship Chair at their contact info posted on the AFP website.
8. The above-listed procedures and criteria should be posted on the AFP website along with the newly created application form and scholarship deadlines.

Scholarship Criteria:

1. Only one scholarship per person/agency will be awarded in a year. Past recipients must wait one full year before becoming eligible for another scholarship.
2. The applicant must clearly demonstrate financial need. Demonstration of financial need may include: no funds in budget for professional development, limited agency budget, unemployment, denial of funding by employer, student status or self employment.
3. *Requests must include:*
 - a. name, title, agency affiliation, contact information
 - b. number of years in development
 - c. AFP membership history, if applicable
 - d. clear definition of need
 - e. professional growth description desired
 - f. ability to match funds, if necessary and applicable
 - g. letter of support from employer, or if unemployed or self employed, some proof of status, if necessary
 - h. completed application form (to be created)
 - i. stated willingness to participate on an AFP committee
4. The Chamberlain scholarship recipient must provide proof of attendance and receipts for all registration fees, travel and associated expenses up to the scholarship amount, prior to reimbursement. The recipient will also write an article for the chapter newsletter about their conference experience.
5. The applicant is expected to participate on an AFP committee as part of their scholarship conditions. This condition has been established to help the awardees share their growth experience from the conference or more fully take advantage of their new AFP membership scholarship.
6. Past AFP participation and membership can serve as a consideration in the applicant review process.